28 May 1974

STAT MEMORANDUM FOR: [   ]

SUBJECT   :   Editing of FY 74 KEP Input Data

1. This memorandum defines the expected input elements
for the FY 74 KEP data. It also defines the editing that will
be performed on this data by [   ] developed computer routines.

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2. The following editing will be performed on the data
submitted on the KIQ Baseline Assessment Form.

(a) The KIQ number will have the pattern YYPNNA
where:

YY = Fiscal Year
P = Phase
NNA = KIQ identifier consisting of two
        numerics and one alpha character,
        e.g., 74A17B

This KIQ number will be validated against
a table containing valid KIQ numbers.
Attachment A contains a list of the FY 74
KIQs to be processed by the initial KEP
computerized system.

(b) The four parts of the Baseline Assessment Form
must be present, even if a part contains only a state-
ment that no data was submitted for that particular
section. The four parts of the form which must be
present are:

(1) Community Assessment
(2) Uncertainties and Differences
(3) Information Deficiencies
(4) Analytical Deficiencies

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These four parts will be processed as
one unit by the edit routines and, there-
fore, all four parts will need to be
inputted before the data can be processed
by the KEP edit routines.

(c) The information deficiencies must be numbered
consecutively starting with the numeric 1. This will
be a one position numeric field. A check will be made
as to the number of information deficiencies per KIQ
by means of a table.

(d) The analytical deficiencies will receive the
same edit checks as the information deficiencies. If
only one analytical deficiency is present, it must be
numbered 1 by the submitter.

3. The following editing will be made against the data
submitted from the KIQ Baseline Planned Production form.

(a) The KIQ number will be given the same edit
checks indicated in paragraph 2.

(b) The producing agency and component will
be validated against a table containing valid
production units. A list of these valid produc-
tion units is shown in attachment A. The format
that will be used to input these units is
-----/-----/-----, allowing up to five positions
for each of the three sections. In the case of CIA,
the Directorates will not be indicated. OSR would
be inputted as CIA/OSR.

(c) The product type will be validated against
tables containing valid product types depending on
the producing agency. Attachment A contains a list
of valid product types.

(d) The input will contain a valid intelligence
program code. Room should be allowed in the record
containing planned production data for a CIRIS entity
number, program element number and agency. These
date elements, however, will not be inputted but
should be taken from the production element table and
stored in the KEP records.

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(e) The submitter will have the option of asking the edit routines to check to see if planned production data has been inputted on all the KIQs in the file. A warning message will be issued if the edit routine makes the check and finds no planned production for a KIQ.

(f) The edit routines should be written to allow for a fifty position product title to be submitted for each planned product. However, this data element containing the title will not be submitted on the initial FY 74 KIQs.

4. The following editing will be made by the input processing programs against the data submitted from the KIQ Baseline Collection/Processing data.

(a) The KIQ number will be edited according to the specifications in paragraph 2.

(b) The sensor/technique must be validated against a table containing valid sensor/techniques. A list of valid sensor/techniques is shown in attachment A.

(c) The KIQ information deficiency must be within the range of information deficiencies listed in the KIQ Baseline Assessment data. The information deficiency must be numeric. A list of the KIQ information deficiencies is shown in attachment A.

(d) The tasked program will be checked against a table containing valid collection processing intelligence programs. A list of valid intelligence programs is shown in attachment A.

(e) The probability indicator must be HI, LO or $\emptyset$. This will be checked against a table.

(f) The impact indicator will be YES, NO or blank. When blank, the edit routine will insert a NO.

(g) All amplifying data must be identified by sensor/technique category, tasked program, information deficiency and topic. The possible topic tags are DEF, TASKING, PROB and IMPACT. These will represent the column category being discussed. The sensor,

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deficiency, **program** and topic must have an entry in
the matrix portion of the form in order to have the
amplifying data accepted.

(h) Room should be allowed in the record con-
taining data for planned collection processing for
a CIRIS entity number, program element and agency
code and a sensor platform type. However, these
data elements will not be submitted in the initial
KEP data call.

(i) If a YES is given as the impact indicator,
there must be amplifying data for that indicator.

(j) The submitter will have the option of having
the edit routines check to see that collection pro-
cessing data is present for all KIQs being processed.
A warning will be issued if the data is missing on
a KIQ.

5. The following edit and validation checks should be
made against the Performance Assessment of Gain data by the
input processing programs.

(a) The KIQ number will be checked as described
in paragraph 2.

(b) The KIQ information deficiency numbers will
be validated against a table of valid KIQ information
deficiencies. A list of valid information deficiencies
for the 12 test FY 74 KIQs appears on attachment A.

(c) The degree of fulfillment for an information
deficiency will be one of the following:

    (1) Complete
    (2) Substantial
    (3) Marginal
    (4) None

    These will be in a table. The submitter
    will input one of the four words listed.

(d) Each information gain under a KIQ information
deficiency will be numbered, starting with one (1),
in consecutive order. This will be a one position
numeric field. Logically, no more than 9 deficiencies
can be handled for each KIQ.

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(e) The sensor/technique(s) associated with an information gain, will be validated against a table of valid sensor/techniques. Each gain must have a sensor associated with it except when the fulfillment for the deficiency is "none". Room should be allowed for a sensor platform type to be inputted at sometime in the future.

(f) Statements of analytical gain will be numbered, beginning with one (1) in consecutive order.

(g) Uncertainties and differences data for a KIQ will be numbered, starting with a one (1), in consecutive order.

(h) There will be at least one statement of gain for each KIQ information deficiency identified in the baseline KIQ assessment data. A statement will appear even if it only states that no gain was made.

(i) Gains in deficiencies not previously listed among the initial information deficiencies will be numbered in consecutive order starting with number one (1).

(j) Principal information deficiencies, old and new, remaining at the end of the performance period will be numbered in consecutive order starting with number one (1). The numbers given to these deficiencies will have no relationship to the numbers assigned to the information deficiencies in the Baseline KIQ Assessment data. The edit routines should be written to expect a tag for each of the remaining principal information deficiencies indicating whether it is a new or old deficiency. However, this specific data element may not be available on the initial KEP exercise.

(k) The principal analytical deficiencies remaining at the end of the performance period will be numbered by the submitter in consecutive order, starting with the number one (1). The numbers given to these analytical deficiencies will have no relationship to the numbers assigned to the analytical deficiencies listed in the Baseline KIQ Assessment data. The edit routines should be written to accept a tag associated with each remaining analytical deficiency indicating whether it is old or new. This tag, however, may not be inputted on the initial KEP exercise.

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6. The following editing and validation will be performed on the data submitted on the Performance Relative Contribution of Collection Techniques.

(a) The KIQ number will be edited as described in paragraph 2.

(b) Data can only be submitted on those information deficiencies indicated in the baseline KIQ assessment data. A list of valid FY 74 KIQ information deficiencies is shown in attachment A.

(c) The relative contributions for an information deficiency must total 100. No decimals will be allowed on input.

(d) Data can only be submitted against valid sensors. A list of the valid KEP sensors is given in attachment A. Room should be allowed for the submission of sensor platform types at sometime in the future.

7. The following editing and validation will be performed on the data submitted on the Performance Production Data form.

(a) The KIQ number will be edited as described in paragraph 2.

(b) The submitter will have the option of having the edit routine check to see that performance production data is present for every KIQ in the system.

(c) The input data must include a valid intelligence program code. A list of valid intelligence program codes is given in attachment A.

(d) The producer must have a valid agency and component code. These will be validated against a table containing valid production units. A list of valid producers is shown in attachment A.

(e) Room should be allowed in the performance production record for a CIRIS entity number and program element and agency code. However, these data elements will not be inputted on the initial KEP exercise. Instead, the edit routine should take this data from the Production table and store it in the KEP records.

(f) An adjusted dollar level of effort figure will be inputted and must be present for every entry on the form. This will be in thousands of dollars. The level of effort in % or $ that the producer submits will be accepted as a numeric field but no distinction will be made as to whether it is a dollar or percentage figure.

(g) Anytime there is a flag that a product was published by an organization, the title, product classification and control number must be present.

(h) Anytime an encountered problem is indicated, amplifying data must be present.

8. The following editing and validation will be performed on the data submitted on the performance Collection/Processing data form.

(a) The KIQ number will be edited as described in paragraph 2.

(b) Performance Collection/Processing data must be present on each KIQ.

(c) Information deficiency numbers indicated on the form must fall within the range of information deficiencies listed in the baseline Assessment data.

(d) The inputter will provide the CIRIS entity number from which the edit routine will determine the Intelligence Program code. The entity number identifying who accomplished the collection must be a valid CIRIS entity. This will be checked against a table containing valid CIRIS entities. A list of valid CIRIS entities is shown on attachment B. Non-CIRIS reporting entities will be given a 9xxx identification number and will be added to the entity validation table. The edit will pick up from a table based on the entity number, the name of the entity and its program element number and agency. Room should be allowed for a Reporting Entity to indicate which information gain under a deficiency it was responsible for.

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(e) If a "YES" is indicated in the "IMPACT ON COLLECTION" column, accompanying amplifying data must be present.

(f) An adjusted dollar level of effort figure measured in thousands of dollars must be present for each entry on the form. This figure will be in addition to the collectors indicated level of effort which can be submitted in dollars or percentage, with the edit routines not concerned with the distinction.

(g) Any encountered problems must be indicated by a "C" for collection, "P" for processing or "B" for both. Accompanying amplifying data is required whenever an encountered problem is indicated.

(h) The sensor/technique on the form must be a valid sensor/technique. This should be checked against the sensor table. Room should be allowed for the submission of sensor platform types sometime in the future.

(i) Only an answer of "C" for collection or a blank can be given for a Target Environment encountered problem.

(j) Only an answer of "P" for processing or a blank can be given for a Processing Methods encountered problem.

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Attachments:
   As stated

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